

Applicant Information



ST. MARK'S CE SCHOOL

ONE SCHOOL • SERVING ALL • THROUGH EXCELLENCE

Executive Headteacher

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all - through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that teachers can teach and nurture students without being bombarded by bureaucracy. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

One School

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

Serving All

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

Through Excellence

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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Assistant Head: Teaching & Learning

Leadership Scale: L8-L12

Full-time

Required From Easter 2025, permanent

St Mark's CE School is one whole school community, where we create a sense of belonging for all who enter our school. Our core Christian values of love, belonging and service are nurtured and modelled through high standards by excellent staff.

We are seeking a visible leader of the school, with high expectations of behaviour, pastoral care and educational standards. You will help lead the school in the policies and practises of continuous school improvement and staff development.

You will play a major role in the development of high quality teaching and learning in secondary including the monitoring of curriculum planning and the giving of feedback and advice and assisting and supporting colleagues with the planning and delivery of a scaffolded curriculum.

Furthermore, you will be help promote and safeguard the welfare of all children, and be a visible leader who promotes our behaviour policy, ensuring high standards at all times. As well as ensuring a high standard of care and good order for all children is maintained.

We will review applications as and when they are received.

St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced DBS.



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Job Description

Responsible to: Head Of School Secondary

Core Purpose

- As an Assistant Headteacher to share in and support the leadership of the school
- To be a visible leader of the school, with high expectations of behaviour, pastoral care and educational standards
- To help lead the school in the policies and practises of continuous school improvement and staff development.
- To lead on key actions from the school improvement plan.
- To lead appraisals for teachers as directed by the Head of School
- To support and guide teachers in teaching and learning and leadership as directed by the senior leadership team.
- To support the senior leadership team in operational matters in the school, including community matters
- To lead the strategic direction and standards of pastoral provision across the school.
- To organise and effectively deliver the transition of pupils in and out of St Mark's.
- To maintain at least "Good" progress in teaching responsibilities by upholding the Teacher Standards
- To uphold and promote the distinctive Christian character of the school.

Key Areas of Responsibility

Leadership and Management

- To share in and support the leadership of the school and to bring out the potential for leadership in others
- To deputise for the senior leadership team when required.
- To work in partnership and fully support the senior leadership team in the implementation of school policies and practices and in the development of the school
- To challenge and support others in developing professionally, both formally and informally
- To lead on key initiatives from the school improvement plan, ensuring that this is led well and can demonstrate impact.
- To support the senior leadership team in the appraisal of staff as requested.
- To act as a mentor to staff where appropriate and to organise induction
- To ensure own continuing professional development including attending training opportunities
- To support the Head of School Secondary in the organisation of the day to day running of the phase.
- To organise and lead INSET and workshops for parents/guardians as appropriate

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- To support the Head of School Secondary in the organisation of the day to day running of the phase.
- To organise and lead INSET and workshops for parents/guardians as appropriate
- To work with the Leadership Team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively
- To be able to stimulate children and colleagues by a positive, active and supportive attitude
- To be fully supportive and an advocate for the mental wellbeing of staff across the school.
- To take line management responsibility for secondary staff as determined in the school organisation chart.
- To be actively present before and after school to parents
- To be the lead for careers education
- To manage cover for the secondary phase

Teaching and Learning

- To lead, develop and coach teachers, giving practical advice and guidance on all aspects of teaching and learning as outlined in our school policies
- Actively lead the implementation of the agreed philosophy, aims and organisation of the school
- To model good practice, for example through providing demonstration lessons and by working alongside teachers in their classrooms.
- To develop materials for the monitoring and support of teachers, including video recordings of best practice
- To be aware of latest research and new initiatives related to effective teaching
- To oversee the school quality assurance systems of teaching and learning
- Attend appropriate courses and meetings, read appropriate materials, keep abreast of current educational thinking and disseminate this knowledge to colleagues
- To form effective links with the local authority and higher education institutions, including initial training colleges.
- To advise on the provision of in-service training for teaching and support staff and co-ordinate relevant training sessions. This may involve the development of other teachers as presenters.
- To advise the head of school secondary on the needs of individual staff and the management of their performance.
- To give particular support to those who are experiencing difficulties.
- To co-ordinate the induction and mentoring of all new staff including newly qualified teachers and student teachers.
- To review those school policies which relate to effective teaching and learning at least annually with Director of Teaching and Learning.
- To be an excellent role model for all staff
- To teach pupils across secondary
- To play a major role in the development of high quality teaching and learning in secondary including the monitoring of curriculum planning and the giving of feedback and advice and assisting and supporting colleagues with the planning and delivery of a scaffolded curriculum

Job Description

Pastoral Care

- To help promote and safeguard the welfare of all children
- To be a visible leader who promotes our behaviour policy, ensuring high standards at all times.
- Ensure that a high standard of care and good order for all children is maintained
- Promote the spiritual life of the school and lead assemblies/acts of worship in accordance with the school's foundation

Communication and Community Links

- To fully support the life and work of the school
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors
- To provide information to the Governing Body to enable it to meet its responsibilities

Strategic direction and development of Secondary

- To help to formulate the aims and objectives of the school and policies for their implementation
- To keep up to date with current issues in teaching and learning and in school improvement in secondary education and to share this with staff
- To work in partnership with the Senior Leadership Team in the cycle of planning, implementation, review and evaluation of the School Improvement Plan
- To monitor and evaluate the impact of the policies, practices, targets and priorities in secondary, identifying developments needed and working with the Senior Leadership Team to achieve them
- To use data provided to set priorities and formulate and evaluate action plans

This job description will be reviewed at least annually as part of the appraisal programme. The Executive headteacher may modify it after consultation with the Assistant Headteacher at any time to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be expected to operate under the current School Teachers' Pay and Conditions of Service Document.

Person Specification

| Description | Essential | Desirable |
|---|-----------|-----------|
| Professional Qualifications | | |
| Qualified Teacher Status | x | |
| Successful teaching experience | x | |
| Successful experience of subject leadership | | x |
| Qualification (eg NPQML) in leadership | x | |
| Skills and Knowledge | | |
| Expert knowledge of legislation and guidance on curriculum requirements | x | |
| Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve | x | |
| Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff | x | |
| Excellent communication and organisational skills | x | |
| Knowledge of effective teaching and learning strategies | x | |
| A good understanding of how children learn | x | |
| Ability to adapt teaching to meet pupils' needs | x | |
| Ability to build effective working relationships with pupils and staff | x | |
| Knowledge of guidance and requirements around safeguarding children | x | |
| Knowledge of effective behaviour management strategies | x | |
| Effective communication and interpersonal skills | x | |
| Ability to communicate a vision and inspire others | x | |

Person Specification

| Personal Qualities | | |
|--|---|--|
| A strong moral purpose and personal commitment to the aim and values of St Mark's C of E School | X | |
| Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school | X | |
| Commitment to continuous improvement through coaching and professional development | X | |
| Ability to work under pressure and prioritise effectively | X | |
| Commitment to maintaining confidentiality at all times | X | |
| Commitment to equality and safeguarding | X | |



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How to apply

We will review applications as and when they are received.

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

And complete the 'teaching staff' Application form, when completed please email to: recruitment@st-marks-southampton.org.uk

If you need any more information on the role please call:
02380 772968.

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